

Green Ixworth Health and Safety Policy

Statement of intent

The policy of Green Ixworth is to provide and maintain safe and healthy working conditions and environment for all our volunteers, plus any other people who may be directly affected by our activities, such as members of the public, either at our events or working parties.

Responsibility

Overall and final responsibility for health and safety at all events and activities organised by Green Ixworth lies with the Management Committee. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

General arrangements

The main activities of Green Ixworth are the organisation of outdoor working parties, meetings and educational events. A risk assessment will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate mitigation will be taken to minimise hazards at all events and activities.

Meetings and Events

Green Ixworth may also run regular events at the same venue, such as Group meetings in the Village Hall. In this case we will carry out a general risk assessment for the event and comply with the venue's health and safety policies. All general risk assessments will be reviewed at least once a year.

1. We will have a trained first aider present at all events which are open to the public.
2. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
3. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
4. No volunteer will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished and the last attendees have left.
5. Green Ixworth will hold Public Liability Insurance.

Outdoor Working Parties

1. One person will be nominated as the lead of any working party.
2. The nominated person will assess whether there are any risks involved in the activity over and above those in the standard Working Party Risk Assessment and take appropriate action to remove or mitigate those risks.
3. Safety equipment appropriate to the activity and tools in use must be employed.
4. A basic First Aid kit must be available at the site of any outdoor working party.
5. The means to contact the Emergency Services must be available at any outdoor working party site.
6. If working where members of the public are passing freely appropriate warning signage or a 'marshal' should be employed.
7. Green Ixworth's public liability insurance includes outdoor working parties.

Adoption and Review

This policy was adopted on 23 February 2021 and will be reviewed annually ahead of the Annual General Meeting.